

CHAPTER 15 – CONTRACTOR PRE-QUALIFICATION**1.0 General Information**

- 1.1. The State of Kansas, the Division of Facilities Management has implemented a process to pre-qualify contractors. This process is the state's method of further defining the term "responsible bidder" in statute [K.S.A. 75-3740](#).
 - 1.1.1. A taskforce was assembled with members from the Associated General Contractors (AGC), American Institute of Architects (AIA), Kansas Council of Engineers (KCE), and various state agencies along with representatives from DFM. The taskforce has revised an existing procedure for contractors interested in providing construction services for the State of Kansas.
 - 1.1.2. Kansas Department of Transportation (KDOT) has a pre-qualification process for road and bridge work, which is substantially different from DFM's prequalification process. Contractors who are pre-qualified with KDOT are not pre-qualified to bid on DFM projects unless the contractor has already completed the DFM pre-qualification process. If a contractor is pre-qualified with KDOT and wishes to complete the DFM pre-qualification process, the approval letter from KDOT should be included in the application packet. Approval by one does not guarantee approval by the other.
- 1.2. Any company intending to bid as a prime contractor and sign a construction contract with the state of Kansas will need to follow the requirements below.
 - 1.2.1. Such contractor may be, but not limited to contract for general, mechanical, electrical, plumbing, fire alarm, security, roofing, or landscaping work.
- 1.3. If a contractor submits a bid and the company is not pre-qualified, the bid will not be opened and will be returned to the company.

2.0 The Pre-qualification Process

- 2.1. The first step in being pre-qualified is to submit a Statement of Qualifications application to DFM for approval
- 2.2. Instructions for submittals and additional information about the pre-qualification process are located under "Contractor Pre-qualification" on the DFM website www.da.ks.gov/fp/.
 - 2.2.1. Questions about the process that cannot be answered on the website should be directed to 785-296-8899.
- 2.3. Contractors will be notified by DFM when their application has been received, at which time their status is noted as "pending".

3.0 Submission of Bid When Not Pre-qualified

- 3.1. Non-pre-qualified companies intending to submit a bid on a project shall have their application submitted to DFM prior to the project bid opening.
 - 3.1.1. When a project is bid with paper plans, plans will not be sent to any prime contractor until that contractor has submitted a pre-qualification application.
 - 3.1.2. A contractor may bid and be awarded one project while the firm's application is "pending".

4.0 Renewal Process

4.1. Applications are required to be resubmitted every three years from the date of the company's initial application approval.

4.1.1. After the initial three-year period of approval, a letter will be sent to the company 2 to 3 months in advance of the expiration date of the application.

END OF CHAPTER 15